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# EXECUTIVE SECRETARIAT

## Routing Slip

TO: *DCI*

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	D/ICS				
4	DD/NFA	X			
5	DD/A	X			
6	DD/O	X			
7	DD/S&T	X			
8	GC	X			
9	LC				
10	IG				
11	Compt	X			
12	D/PA				
13	D/EEO				
14	D/Pers	X			
15	D/ExStf				
16	AO/DCI				
17	D/OPP	X			
18	ES				
19					
20					
21					
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SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

D/Executive Secretary

22 July 81

Date

81-1811

22 July 1981


MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Director of Personnel  
Comptroller  
Director, Office of Policy and Planning

FROM : Deputy Director of Central Intelligence

SUBJECT : Congressional Testimony

Beginning immediately, all briefing materials prepared for the DCI or me on Congressional hearings or briefings should be forwarded to the Chief, External Affairs Staff/OPP no later than 48 hours before the scheduled appearance. In the case of testimony on major and complicated issues, such as the budget, these materials should be forwarded to the External Affairs Staff no later than 72 hours before a scheduled appearance on the Hill. In cases where information for testimony is not available until just before the scheduled appearance, materials may be forwarded 24 hours prior to the hearing or briefing. When a prepared statement is required by a Congressional Committee, the draft should be forwarded for review ten days in advance.

STAT



/B. R. Inman  
Admiral, U. S. Navy

cc: Chief, EAS/OPP